



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
836383

Smart Grafix LLC
104 Franklin St
Batavia IL 60510

DATE
5/10/2013
F.O.B. POINT

PURCHASE ORDER NO.
185250 - 000- OP
REQUISITION NO.
00107836 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Revenue
C C Bldg 118 N Clark St Rm 1160
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS

Joyce M. STeele
5721

312/603-

DEPT NO

0071373

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
6.00	Scanline-File#1 Test File File #2 Live File Line(1) Scanline File(lo) Per Specifications Line (2) 420,000-Pre-printed Documents w/100 test scan samples Per Specifications. Line(3) 420,000-Sorting and Inserting Documents. Line(4) Envelopes for 35,000 Taxpayers for Insert doc(flats 9 x 12) Line (5) Shipping and handling Contract Period 6/17/13 Thru 6/16/14	.00 JB	.0000	25,000.00	0071373.520495
***** Total Order *****				25,000.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the
items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.
CHIEF PROCUREMENT OFFICER Date: _____

John G. M. 19 June 2013
SM

Report: RS6REQ02

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

185250

Requisition # OR 107836

Contract # 13-81-125103

Open Date

4-24

Ship To: 8000886

Revenue
C C Bldg 118 N Clark St Rm 116
Chicago IL 60602-1304

Delivery Instructions:
Joyce M. Steele
312603-6721

Supplier: 299899

TEAM LEAD MAIL BOX

Buyer Number 724149 Supervisor 80

Business Unit

Business Unit

Internal Req Number 0071305

Board App Date & Item

Requestion Date 2/8/2013

Date Needed 2/8/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

Line # Commodity Description

Est. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

Expiration Date

Emergency No.

1.000 962

Scanline - File #1 Test File

File #2 Live File

< >

1.00 LO

2,500.0000

2,500.00

0071373.520465

SCANLINE SPECIFICATIONS

Create scanline from excel file from DOR and insert OCR Scan line on the front of Return.

Check Digit Routine: Mod 10 Sum of Products

SCAN LINE PRINTED ON DOCUMENT (sample)

Customer # Invoice # Amount Due 6 0 6 6 0 E L 490604 \$987.86 CHECK

DIGIT DETERMINATION ROUTINE

Scanline:

6 0 6 6 0 E L 4 9 0 6 0 4 0 0 0
0 0 9 8 7 6 5 1

Converted Scanline Assigned Values* (convert alphas to their numeric equivalents):

6 0 6 6 0 14 21 4 9 0 6 0
4 0 0 0 0 9 8 7 6 5

Multiply the Converted Scanline Values times the Weight of (3579) **

3 5 7 9 3 5 7 9 3 5 7
9 3 5 7 9 3 5 7 9 3 5 7

18 + 0 + 42 + 54 + 0 + 70 + 147 + 36 + 27 + 0 + 42 + 0 + 12 + 0 +
0 + 0 + 0 + 0 + 63 + 72 + 21 + 30 + 35 = 669

Sum of Products: 669

Divide Sum of Products by 10: 669/10 = 66 w/ a remainder of 9 ***

Subtract the remainder from 10: 10 - 9 = 1

The check digit is 1.

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item requested by the Cook County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

ACCT #

DATE

BY

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # OR 107836 Contract #

Open Date

Ship To: 8000899

Revenue

C C Bldg 118 N Clark St Rm 118
Chicago IL 60602-1304Delivery Instructions:
Joyce M. Steele
312/603-5721

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80

Bid/Sole Src Code

BSV

Business Unit

0071373

Internal Req Number

0071305

Board App Date & Item

Requisition Date

2/8/2013

Date Needed

2/8/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

thru

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

2,000 962

420,000 Pre-printed Documents

w/100 test scan samples

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>

1.00 LO

16,000.0000

16,000.00

0071373.520495

National Network Scannable Wholesale Lockbox Scannable Document Specifications

Scannable Document Specifications: The following parameters should be utilized as a guideline

during the initial design of your remittance document. Once finalized, however, the document

specifications must remain constant so that processing of your lockbox remittance documents is not adversely impacted. Please notify your Implementation Consultant in advance of any changes to the

document design or layout.

Length and Height For efficient handling and stacking of documents, we recommend that the length to

height ratio be within the range of 3:2 to 3:1 and that the dimensions are within the

following limits:

Minimum Maximum

Length 4.75 (12.1 cm) 8.50 (22.8 cm)

Height 2.75 (6.5 cm) 4.80 (12.3 cm)

Paper Weight/Gain The processing equipment can handle paper that has a weight of 20 (75 g/m2) to 24

(105 g/m2) LB. We recommend that the grain lie along the horizontal

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUESTOR

BUREAU or DEPARTMENT HEAD

TIME KEEPER

2010 FEB 21 PM 12:39

RECEIVED
OFFICE OF THE
PURCHASING AGENT

Report: R56REC2

Purchase Requisition Office of the Purchasing Agent Cook County of Illinois

Purchase Order Number

Requisition # OR 107836 Contract #

Open Date

Ship To: 8000098 Revenue
C C Bldg 118 N Clark St Rm 116
Chicago IL 60602-1304

Delivery Instructions:
Joyce M. Steele
312/603-5721

Supplier: 299989 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
Bid/Sale Src Code BSV
Business Unit 0071373
Internal Req Number 0071305
Board App Date & Item
Requisition Date 2/8/2013
Date Needed 2/8/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

- axis of the document
- Surface Texture The surface texture must be such that the ink will adhere to it during multiple passes through OCR readers. Documents should be encoded on their left side, which is the
- obverse side of the document. The reverse side is the wire side.
- Perforation Placement: Perforations should be as far from the scan line as possible. A minimum distance of 1/4 is required.
- Laser cut perforation is the recommended method due to the quality and
- consistency of the perforation.
- If the remittance stub is part of a larger document separated by a perforation line, to avoid potential tears from damaging the scan-line data, the coupon
- should be located at the bottom of the page with the perforation line located on
- the top end of the coupon.
- Laser Printing: Scan line laser printing is recommended. It produces consistent ink application,
- character spacing, and character alignment.
- Impact printing is not acceptable due to inconsistencies in ink

CERTIFICATION

I hereby certify that the items and/or services above are necessary to the department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

Purchase Requisition Office of the Purchasing Agent Cook County of Illinois

Purchase Order Number

Requisition # **OR 107836** Contract #

Open Date

Ship To: 8000698 Revenue
C C Bldg 118 N Clark St Rm 116
Chicago IL 60602-1304

Delivery Instructions:
Joyce M. Steele
312/603-5721

Supplier: 299998 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
Bid/Sale Src Code BSV
Business Unit 0071373
Internal Req Number 0071305
Board Apr Date & Item
Requisition Date 2/8/2013
Date Needed 2/8/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
3.000 962	Documents		1.00	LO	4,500.0000	4,500.00	0071373 520465
4.000 962	Envelopes for 35,000 Taxpayers		1.00	LO	1,598.0000	1,598.00	0071373 520465
						1,499.75	

CERTIFICATION
I hereby certify that the items and/or services above are necessary to the department (or institution) and that the purchase of these items and/or services has been approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

ACCT #

REQUISITIONER BUREAU or DEPARTMENT HEAD

DATE BY

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2013 FEB 21 PM 12:39
TIME KEEPER

Report: RS6REF02

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Requisition # **OR 107836** Contract #

Open Date

Ship To: 8000898 Revenue C C Bldg 118 N Clark St Rm 116 Chicago IL 60602-1304
Delivery Instructions: Joyce M. Steele 312/603-5721

Supplier: 289899 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
Bid/Sale Src Code BSV
Business Unit 0071373
Internal Req Number 0071305
Board App Date & Item 2/8/2013
Requisition Date 2/8/2013
Date Needed 2/8/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line # Commodity Description

Ball on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

5.000 962

Shipping and handling

Contract Period: March 1, 2013 Through March 31, 2015.

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1.00 LO

125.0000

125.00

0071373.520495

Total of Items Ordered

24,623.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep't, no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of Cook County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE

BY

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2013 FEB 21 PM 12:39
TIME KEEPER